

RESTRICTED

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CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

25X1A

27 June 1947

25X1A

MEMORANDUM  
NUMBER [REDACTED]

SUBJECT: General Classification of Expendable and Non-Expendable Property

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

1. The following list of CIG property items has been prepared as a guide for accountable and responsible officers, as well as all persons concerned with property accountability, in distinguishing between expendable and non-expendable property in order that proper uniformity in fiscal and property accounts may be attained. Item descriptions below are necessarily brief and should not be used for requisitioning purposes. When the complete description of an item is required, reference should be made to the CIG Stock Catalogs.

2. Non-expendable items are typed in all caps. Expendable items are in lower case type, prefixed by the letter "X."

## A

ACCESSORIES, AUTOMOTIVE  
ACCOUNTING MACHINES (see  
MACHINES, OFFICE)  
ADDING MACHINES (see  
MACHINES, OFFICE)  
ADDRESSING MACHINES (see  
MACHINES, OFFICE)  
AIR BRUSH AND COMPRESSOR  
AIR CONDITIONING UNIT  
X - Annunciators, Electric  
AUTOMOTIVE EQUIPMENT, ALL TYPES

## B

X - Baskets, desk, fiber, metal,  
wire, wood  
X - Batteries, dry, flashlight  
BATTERY CHARGERS (see  
CHARGERS, BATTERY)  
BEDS, HOSPITAL

BILLING MACHINES (see  
MACHINES, OFFICE)  
X - Binders, Loose-leaf, all  
types, cloth or leather  
bound  
BINDERS, VISIBLE RECORD  
BINS, STORAGE, PORTABLE,  
METAL  
X - Bins, storeroom, built-in  
BLACKBCARDS, PORTABLE  
X - Blankets, cotton and wool  
X - Blinds, venetian  
X - Blotter, rocker  
X - Blotter Pads  
X - Board, illustrating  
X - Boards, bulletin  
X - Boards, clip, aluminum,  
wood  
X - Boards, Drawing

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BOARDS, SWITCH  
BOOKCASES (see SECTIONS,  
BOOKCASES)  
X - Bookends  
\* BOOKS  
X - Books, blank, memorandum,  
note  
X - Bottles, glass, all kinds  
BOTTLES, THERMOS, METAL  
BOX, CASH, METAL  
BOXES, TOOL (NOT HAND MADE)  
X - Brackets, shelf window  
ventilator  
X - Brackets, telephone  
BRIEF CASES (see CASES,  
BRIEF)  
X - Brooms, all kinds  
X - Brushes, all kinds  
X - Buckets (pails), all kinds  
X - Buzzer systems

## C

CABINETS, FILING, STEEL  
WOOD, ALL KINDS  
CABINETS, MEDICINE, PORTABLE  
X - Cabinets, paper towel  
CABINETS, TOOL, SHOP  
CABINETS, VISIBLE RECORD  
X - Cable  
CALCULATORS (see MACHINES,  
OFFICE)  
X - Calendars  
CAMERAS  
X - Cans, all kinds except  
gasoline and safety  
CANS, SAFETY, GASOLINE  
CARAFE SET, W/TRAY AND  
DISPENSER  
X - Card Trays (see trays, card)  
X - Cards, guide, index filing  
CARPETS AND CARPET CUSHIONS  
CASES, BOOK (see SECTIONS,  
BOOKCASES)  
CASES, BRIEF  
X - Cases, canvas, all kinds

CASES, LEATHER, CARRYING,  
ALL KINDS  
X - Cases, storage, transfer,  
cardboard or cloth  
CASES, TRANSFER, STEEL, WOOD  
X - Casters  
X - Chains, sash  
CHAIRS, ALL TYPES  
CHARGERS, BATTERY (RECTIFIERS)  
CHESTS, MECHANICS (CHESTS OF  
TOOLS)  
CLEANERS, VACUUM  
X - Clipboards (see boards, clip)  
CLOCKS, ALL KINDS  
X - Coils, spark, ignition  
COMPOSING MACHINES  
(see MACHINES, OFFICE)  
COMPRESSORS, AIR  
COMPUTING MACHINES (see  
MACHINES, OFFICE)  
COOLERS, WATER, ELECTRIC,  
NON-ELECTRIC  
X - Cord, Electric, wrapping  
COSTUMERS  
COTS, FOLDING, CANVAS, STEEL  
COUCHES  
COVERS, CANVAS, TRUCK (see  
TARPAULINS)  
X - Covers, desk, radiator,  
table, tire, typewriter,  
other office machine  
X - Crates, wood shipping  
CUPBOARDS, SUPPLY, CLOTHES,  
STEEL, WOOD, PORTABLE  
X - Cups, measuring, sponge  
X - Cushions, Typewriter, key  
X - Cushions, chair, all types  
CUSPIDORS  
CUTTERS, PAPER (MACHINE OR  
HAND)

## D

DAVENPORTS  
DESKS, ALL TYPES, STEEL, WOOD  
DEVELOPING MACHINES (see  
MACHINES, OFFICE)

\* Accountable as per CIG Central Library Procedure

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- . DICTAPHONES, TRANSCRIBERS,  
SHAVERS (see MACHINES, OFFICE)
- X - Dictionary, desk  
DICTIONARY; UNABRIDGED
- X - Dispensers, paper, cup, soap,  
towel  
DISPENSERS, ELECTRICAL,  
MECHANICAL
- X - Dispensers, gum tape, except  
electrical and mechanical  
DISTRIBUTORS; WORK
- X - Distributors, small, sectional,  
steel; fiber (Kleradesk)
- X - Dividers, drawing  
DOLLY TRUCKS
- X - Doors, building, screen  
DRAFTING MACHINES  
DRAWING INSTRUMENTS  
DRILLS; ELECTRIC, HAND
- X - Drills, twist, breast, hand
- X - Drugs  
DRUMS, METAL  
DUPLICATING MACHINES (see  
MACHINES, OFFICE)

## E

- X - Enamelware  
ERASING MACHINES, ELECTRIC  
(see MACHINES, OFFICE)  
EXTINGUISHERS, FIRE

## F

- FANS, ELECTRIC, DESK, WALL  
FLOOR, EXHAUST  
FILE CABINETS (see SECTIONS)
- X - Files, Kleradesk or equal (see  
Distributors, sectional)  
FILES, MACHINES POSTING, VISIBLE  
RECORD
- X - Fillers; Battery
- X - Fillers, Binder
- X - Film  
FILTERS, PHOTOGRAPHIC  
FIRE EXTINGUISHERS (see  
EXTINGUISHERS, FIRE)

- X - Fittings, hose, pipe  
FIXTURES, ELECTRIC LIGHT  
(IN RENTED OR TEMPORARY  
BLDGS.)  
FLAGS  
FLAGPOLE (see STAFFS, FLAG)
- X - Flashlights
- X - Folders, file  
FOLDING MACHINES (see  
MACHINES, OFFICE)
- X - Forks, table  
FOUNTAINS, DRINKING, PORTABLE
- X - Frames, picture, map
- X - Funnels, all kinds

## G

- GATHERING MACHINES (see  
MACHINES, OFFICE)
- X - Glass, plate  
GLASSES; MAGNIFYING; W/STAND
- X - Glasses, magnifying, except  
w/stand or mounted
- X - Glassware, all kinds  
GLOBES, GEOGRAPHICAL (see  
MAPS, GLOBE)
- GUNS, LUBRICATING (HAND AND  
PRESSURE), ALSO OUTFITS
- X - Guards, rubber, spiral

## H

- HAMMERS; JACK
- X - Handles; all kinds
- X - Hangers, clothes, door photo,  
shelf, etc.
- X - Hasps  
HEATERS, ELECTRIC, PORTABLE  
HEATERS, GAS, GASOLINE, OIL
- X - Hinges, all kinds
- X - Holder (Clipboards) (see  
Boards, clip)
- X - Holders, binder type,  
calendar type, drinking  
cup, toilet paper, note-  
book  
HOLDERS, COPY, ALL KINDS,  
LINE-A-TIME, RITE LINE OR  
SIMILAR

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- X - Holders, mail bag, shop made  
HOLDERS, MAIL BAG, METAL  
HOLDERS, WRAPPING PAPER WITH CUTTER
- X - Hooks, picture
- X - Hose, air, fire, gasoline, steam  
water  
HOT PLATES, ELECTRIC

## I

- X - Indexes, telephone
- X - Inkstands, inkwells, other than  
desk sets  
INTERCOMMUNICATING EQUIPMENT

## J

- X - Jacks, except floor, garage,  
hydraulic  
JACKS, FLOOR, GARAGE, HYDRAULIC,  
POWER  
JACK HAMMERS (see HAMMERS, JACK)
- X - Jars, glass, earthenware  
JUGS, VACUUM

## K

- KITS; FINGER PRINT
- X - Kits; first aid
- X - Kits, tape repair  
KITS, TOOL, SOLDERING
- X - Knives, all kinds
- X - Knobs, door, drawer, etc.

## L

- LABORATORY EQUIPMENT, BY NAME  
LADDERS, STEP, STRAIGHT, EXTENSION  
LAMPS, ELECTRIC, DESK, FLOOR  
LANTERNS, ELECTRIC  
LANTERNS, GAS, GASOLINE
- X - Lanterns, oil
- X - Ledgers, office, all kinds  
LETTERING SETS  
LICENSE PLATES (see PLATES,  
LICENSE)
- LIFTS, AUTO, POWER, HYDRAULIC
- X - Linens
- X - Lines, clothes
- X - Linoleum Rugs (see Rugs,  
linoleum)

LOCKERS, STEEL, WOOD,  
PORTABLE

- X - Locks, all types
- X - Lumber

## M

- MACHINES, DATING (see  
STAMPS, TIME)
- X - Machines, paper fastening,  
sealing (tape and envelope  
moisteners) hand type  
MACHINES, OFFICE;  
ADDING, ADDRESSING,  
BILLING, CALCULATING,  
COMPOSING, COMPUTING,  
DEVELOPING, DICTATING,  
DUPLICATING, ENVELOPE,  
ERASING (ELECTRIC), FOLDING,  
GATHERING, NUMBERING, PAPER  
FASTENING (OTHER THAN HAND),  
SHAVING, STENOGRAPH, TRAN-  
SCRIBING, TYPEWRITERS,  
VARI-TYPERS  
MACHINES, PHOTOCOPIING  
MACHINES, RECORDING PLAYER  
MACHINES, STRAPPING
- X - Magnifiers (see Glasses,  
magnifying)
- X - Map, mounted for permanent  
use, with or without  
frame, also framed maps
- X - Maps, all unmounted  
MAPS; GLOBE
- X - Mats, chair (see Cushions,  
chair)
- X - Mats, floor; rubber;  
cuspidor, rubber
- X - Mattresses, bed, cot
- X - Measures, tape  
MIMEOGRAPHS, MIMESCOPIES
- X - Mirrors, office
- X - Moisteners (see Machines,  
sealing)
- X - Mopping apparatus  
MOTORCYCLES AND SIDE CARS  
(see AUTOMOTIVE EQUIPMENT)  
MULTIGRAPHS  
MULTILITHS AND EQUIPMENT

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## N

- X - Newspapers
- X - Nozzles, all kinds
- NUMBERING MACHINES (see  
MACHINES, OFFICE)

## O

- X - Openers, box or crate
- X - Organizers, work (save-a-sort  
type)

## P

- X - Pads, calendar, chair, desk  
blotter, stamp, typewriter
- X - Pails (buckets)
- X - Pans, dust
- PAIR CUTTERS (see CUTTERS, PAPER)
- X - Papers, news
- X - Parts, auto, equipment, machine
- PAULINS, CANVAS
- PEN SETS; DESK; EXECUTIVE TYPE
- X - Pen sets, desk, clerical
- X - Pens, drawing, lettering, ruling
- X - Perforator, two and three hole
- PERFORATORS, MULTIPLE (OTHER THAN  
TWO AND THREE HOLE)
- X - Periodicals (magazines, journals,  
etc.)
- X - Photographs, framed
- X - Pillows, cotton, feather, hair
- X - Pins, map office, cotter
- X - Pincers
- PITCHERS, VACUUM
- PLATES, LICENSE, AUTO, TRUCK  
MOTORCYCLE
- X - Plates, printing, electrotypes,  
half tones
- POLES, FLAG (see STAFFS, FLAG)
- POSTING UNITS, STEEL, COUNTER  
HEIGHT
- PROJECTORS, LIGHT, SLIDE,  
MOTION PICTURE
- PROTECTORGRAPHS, SIGNATURE
- X - Protractors, draftsman's

## R

- RACKS, HYDRAULIC, AUTO WASH  
AND GREASE

- X - Racks, battery, tire, tool,  
portable
- X - Racks, bulletin, display, map
- RACKS, CLOTHES (see COSTUMERS)
- RACKS, CYLINDER (FOR DICTATING  
MACHINE RECORDS)
- X - Racks, desk drawer
- RACKS; DITTO ROLL PORTABLE
- X - Racks; newspaper
- X - Racks, pen, pencil, rubber  
stamp, towel
- RACKS, STATIONERY PORTABLE
- RADIOS
- RANGES
- READER, FILM (MICRO FILM TYPE)
- X - Records, recording
- REFRIGERATORS, ELECTRIC, GAS,  
ICE
- X - Registers, book, all kinds
- X - Removers, paper staple
- X - Resistors, electrical
- X - Rings, brass; steel binder,  
notebook
- X - Rollers, duplicating machine,  
print
- X - Rollers, shade, towel
- X - Rope, Manila
- RUGS; CARPET, FABRIC
- X - Rugs, congoleum, grass,  
linoleum
- X - Rules; common office type
- X - Rules, curve, drawing
- RULES, SLIDE

## S

- SAFES, ALL TYPES
- X - Scales, architects, chain  
drawing, engineers
- SCALES, BALANCE, COUNTER,  
PLATFORM, POSTAL, SPRING
- SCREENS, PROJECTOR
- SCREENS, FOLDING OFFICE
- SECTIONS, FURNITURE, ALL  
TYPES INCLUDING STEEL AND  
WOOD BOOKCASES, BLUEPRINT,  
CARD, DOCUMENT, HORIZONTAL,  
FOUR AND FIVE DRAWER,  
UP-RIGHT, CAP AND LETTER  
SIZE, MAP, PLAN, ETC.
- SEDANS (see AUTOMOTIVE  
EQUIPMENT)

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- .SELECTOR, ELECTROPHILE  
 SETTEES  
 X - Shades, window  
 X - Sharpeners, pencil  
 X - Shears, office  
 X - Sheeting, cotton, rubber  
 X - Shelves, and shelving built-in wood  
     SHELVES; METAL (METAL SHELVING)  
 X - Shelves, removable metal (for cabinets)  
 X - Shields, erasing  
     SIGHTMETER  
 X - Signs, desk, other  
 X - Signals (Index Tab)  
 X - Skids; loading  
 X - Skins, chamois  
     SOFAS  
     SPRAYERS, POWER OPERATED  
     STAFFS, FLAG  
 X - Stamp-o-graph outfits  
 X - Stamps, rubber, except time dating with clock  
     STAMPS; TIME DATING WITH CLOCK  
 X - Stands, calendar, ink  
     STANDS, DICTAPHONE, DICTIONARY, DUPLICATING, OFFICE MACHINE  
     STANDS, SMOKING  
     STANDS, TELEPHONE, TYPEWRITER  
     STATION WAGONS (see AUTOMOTIVE EQUIPMENT)  
 X - Steel wool  
 X - Stencils, metal, letter and figure sets  
     STENOTYPE MACHINE (see MACHINES, OFFICE)  
     STEP LADDERS (see LADDERS, STEP)  
     STOOLS, DRAFTING, FILING, OFFICE  
     STOVES, HEATING OR COOKING, COAL, GAS, GASOLINE, OIL, WOOD  
 X - Straight edges, drafting  
 X - Straps, binder  
     STRETCHERS, FIRST AID  
 X - Stylus  
     SUITCASE (see CASES, LEATHER, CARRYING)  
 X - Supports, book, stamped, metal (see bookends)  
 X - Supports; desk tray  
 X - Swatters, fly  
     SWEEPERS, CARPET  
  
 X - Switches, electric  
     SYSTEMS, PUBLIC ADDRESS  
  
     T  
     TABLES, DRAFTING, DRAWING, TRACING  
     TABLES, OFFICE  
     TANKS, PHOTOGRAPHIC DEVELOPING  
 X - Tape, cellulose; friction, linen, paper, rubber  
 X - Tapes; linen metallic measuring  
 X - Tapes, refills  
     TARPAULINS (see PAULINS)  
 X - Templates (for use with lettering sets)  
 X - Thermometers, ordinary, clinical  
 X - Tighteners, tire chain  
 X - Tires; auto, truck  
 X - Tongs; laboratory  
 X - Tongs, other than laboratory and fireplace  
 X - Tools, hand, miscellaneous  
     TORCHES, ELECTRIC WELDING (see WELDERS, ELECTRIC)  
     TORCHES, LIGHT ELECTRIC (EXCEPT FLASHLIGHTS)  
     TORCHES, LIGHT NON-ELECTRIC  
     TORCHES, LABORATORY, ALCOHOL, KEROSENE  
     TORCHES, SOLDERING BLOW, WELDING, ACETYLENE  
 X - Towels, cloth, paper  
     TRANSCRIBING MACHINES (see MACHINES, OFFICE)  
 X - Transformers, electric, bell type  
 X - Trays; ash  
 X - Trays, card, cardboard, desk, metal, wire, wood  
 X - Trays, file simplex  
     TRAYS, LEDGER, POSTING  
 X - Triangles, drafting  
     TRIMMERS AND PAPER CUTTERS  
     TRUCKS, AUTO (see AUTOMOTIVE EQUIPMENT)  
     TRUCKS, HAND, PLATFORM, WAREHOUSE  
     TRUCKS, LIBRARY  
 X - Tubes; auto, truck  
 X - Tubes, mailing  
 X - Tubing, electrical metallic, glass

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X - Type equipment, type face for  
vari-type machine, type  
reference kit  
TYPEWRITERS (SEE MACHINES,  
OFFICE)


V

X - Ventilators; glass and window  
X - Ventilators, metal  
VISES, ALL TYPES

W

WARDROBES, PORTABLE (SEE  
LOCKERS OR CUPBOARDS,  
CLOTHES)  
X - Washbasins  
X - Wastebaskets, steel, fiber,  
wood  
WATCHES  
X - Weights, paper  
WELDERS, ELECTRIC  
X - Windshield cleaners, wipers  
X - Wire; all kinds  
X - Wire, screening  
X - Wringers, mop, clothes

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Deputy Executive for Personnel  
and Administration

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ATTACHMENTS: None

DISTRIBUTION: A

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**RESTRICTED**CENTRAL INTELLIGENCE ~~GROUP~~ AGENCY  
Washington, D. C.

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27 June 1947

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ADMINISTRATIVE INSTRUCTION  
~~MEMORANDUM~~  
NUMBER [REDACTED]

SUBJECT: General Classification of Expendable and Non-Expendable Property

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

1. The following list of CIG property items has been prepared as a guide for accountable and responsible officers, as well as all persons concerned with property accountability, in distinguishing between expendable and non-expendable property in order that proper uniformity in fiscal and property accounts may be attained. Item descriptions below are necessarily brief and should not be used for requisitioning purposes. When the complete description of an item is required, reference should be made to the CIG Stock Catalogs.

2. Non-expendable items are typed in all caps. Expendable items are in lower case type, prefixed by the letter "X."

## A

ACCESSORIES, AUTOMOTIVE  
ACCOUNTING MACHINES (see  
MACHINES, OFFICE)  
ADDING MACHINES (see  
MACHINES, OFFICE)  
ADDRESSING MACHINES (see  
MACHINES, OFFICE)  
AIR BRUSH AND COMPRESSOR  
AIR CONDITIONING UNIT  
X - Annunciators, Electric  
AUTOMOTIVE EQUIPMENT, ALL TYPES

## B

X - Baskets, desk, fiber, metal,  
wire, wood  
X - Batteries, dry, flashlight  
BATTERY CHARGERS (see  
CHARGERS, BATTERY)  
BEDS, HOSPITAL

BILLING MACHINES (see  
MACHINES, OFFICE)  
X - Binders, Loose-leaf, all  
types, cloth or leather  
bound  
BINDERS, VISIBLE RECORD  
BINS, STORAGE, PORTABLE,  
METAL  
X - Bins, storeroom, built-in  
BLACKBOARDS, PORTABLE  
X - Blankets, cotton and wool  
X - Blinds, venetian  
X - Blotters, rocker  
X - Blotter Pads  
X - Board, illustrating  
X - Boards, bulletin  
X - Boards, clip, aluminum,  
wood  
X - Boards, Drawing

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RENUMBERED PER CIA GENERAL ORDER [REDACTED]

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**RESTRICTED**EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR  
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BOARDS, SWITCH  
 BOOKCASES (see SECTIONS,  
 BOOKCASES)  
 X - Bookends  
 \* BOOKS  
 X - Books, blank, memorandum,  
 note  
 X - Bottles, glass, all kinds  
 BOTTLES, THERMOS, METAL  
 BOX, CASH, METAL  
 BOXES, TOOL (NOT HAND MADE)  
 X - Brackets, shelf window  
 ventilator  
 X - Brackets, telephone  
 BRIEF CASES (see CASES,  
 BRIEF)  
 X - Brooms, all kinds  
 X - Brushes, all kinds  
 X - Buckets (pails), all kinds  
 X - Buzzer systems

## C

CABINETS, FILING, STEEL  
 WOOD, ALL KINDS  
 CABINETS, MEDICINE, PORTABLE  
 X - Cabinets, paper towel  
 CABINETS, TOOL, SHOP  
 CABINETS, VISIBLE RECORD  
 X - Cable  
 CALCULATORS (see MACHINES,  
 OFFICE)  
 X - Calendars  
 CAMERAS  
 X - Cans, all kinds except  
 gasoline and safety  
 CANS, SAFETY, GASOLINE  
 CARAFE SET, W/TRAY AND  
 DISPENSER  
 X - Card Trays (see trays, card)  
 X - Cards, guide, index filing  
 CARPETS AND CARPET CUSHIONS  
 CASES, BOOK (see SECTIONS,  
 BOOKCASES)  
 CASES, BRIEF  
 X - Cases, canvas, all kinds

CASES, LEATHER, CARRYING,  
 ALL KINDS  
 X - Cases, storage, transfer,  
 cardboard or cloth  
 CASES, TRANSFER, STEEL, WOOD  
 X - Casters  
 X - Chains, sash  
 CHAIRS, ALL TYPES  
 CHARGERS, BATTERY (RECTIFIERS)  
 CHESTS, MECHANICS (CHESTS OF  
 TOOLS)  
 CLEANERS, VACUUM  
 X - Clipboards (see boards, clip)  
 CLOCKS, ALL KINDS  
 X - Coils, spark, ignition  
 COMPOSING MACHINES  
 (see MACHINES, OFFICE)  
 COMPRESSORS, AIR  
 COMPUTING MACHINES (see  
 MACHINES, OFFICE)  
 COOLERS, WATER, ELECTRIC,  
 NON-ELECTRIC  
 X - Cord, Electric, wrapping  
 COSTUMERS  
 COTS, FOLDING, CANVAS, STEEL  
 COUCHES  
 COVERS, CANVAS, TRUCK (see  
 TARPULINS)  
 X - Covers, desk, radiator,  
 table, tire, typewriter,  
 other office machine  
 X - Crates, wood shipping  
 CUPBOARDS, SUPPLY, CLOTHES,  
 STEEL, WOOD, PORTABLE  
 X - Cups, measuring, sponge  
 X - Cushions, Typewriter, key  
 X - Cushions, chair, all types  
 CUSPIDORS  
 CUTTERS, PAPER (MACHINE OR  
 HAND)

## D

DAVENPORTS  
 DESKS, ALL TYPES, STEEL, WOOD  
 DEVELOPING MACHINES (see  
 MACHINES, OFFICE)

\* Accountable as per CIG Central Library Procedure

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DICTAPHONES, TRANSCRIBERS,  
 SHAVERS (see MACHINES, OFFICE)  
 X - Dictionary, desk  
 DICTIONARY; UNABRIDGED  
 X - Dispensers, paper, cup, soap,  
 towel  
 DISPENSERS, ELECTRICAL,  
 MECHANICAL  
 X - Dispensers, gum tape, except  
 electrical and mechanical  
 DISTRIBUTORS; WORK  
 X - Distributors, small, sectional,  
 steel; fiber (kleradesk)  
 X - Dividers, drawing  
 DOLLY TRUCKS  
 X - Doors, building, screen  
 DRAFTING MACHINES  
 DRAWING INSTRUMENTS  
 DRILLS; ELECTRIC, HAND  
 X - Drills, twist, breast, hand  
 X - Drugs  
 DRUMS, METAL  
 DUPLICATING MACHINES (see  
 MACHINES, OFFICE)

## E

X - Enamelware  
 ERASING MACHINES, ELECTRIC  
 (see MACHINES, OFFICE)  
 EXTINGUISHERS, FIRE

## F

FANS, ELECTRIC, DESK, WALL  
 FLOOR, EXHAUST  
 FILE CABINETS (see SECTIONS)  
 X - Files, kleradesk or equal (see  
 Distributors, sectional)  
 FILES, MACHINES POSTING, VISIBLE  
 RECORD  
 X - Fillers; Battery  
 X - Fillers, Binder  
 X - Film  
 FILTERS, PHOTOGRAPHIC  
 FIRE EXTINGUISHERS (see  
 EXTINGUISHERS, FIRE)

X - Fittings, hose, pipe  
 FIXTURES, ELECTRIC LIGHT  
 (IN RENTED OR TEMPORARY  
 BLDGS.)  
 FLAGS  
 FLAGPOLE (see STAFFS, FLAG)  
 X - Flashlights  
 X - Folders, file  
 FOLDING MACHINES (see  
 MACHINES, OFFICE)  
 X - Forks, table  
 FOUNTAINS, DRINKING, PORTABLE  
 X - Frames, picture, map  
 X - Funnels, all kinds

## G

GATHERING MACHINES (see  
 MACHINES, OFFICE)  
 X - Glass, plate  
 GLASSES; MAGNIFYING; W/STAND  
 X - Glasses, magnifying, except  
 w/stand or mounted  
 X - Glassware, all kinds  
 GLOBES, GEOGRAPHICAL (see  
 MAPS, GLOBE)  
 GUNS, LUBRICATING (HAND AND  
 PRESSURE), ALSO OUTFITS  
 X - Guards, rubber, spiral

## H

HAMMERS; JACK  
 X - Handles; all kinds  
 X - Hangers, clothes, door photo,  
 shelf, etc.  
 X - Hasps  
 HEATERS, ELECTRIC, PORTABLE  
 HEATERS, GAS, GASOLINE, OIL  
 X - Hinges, all kinds  
 X - Holder (Clipboards) (see  
 Boards, clip)  
 X - Holders, binder type,  
 calendar type, drinking  
 cup, toilet paper, note-  
 book  
 HOLDERS, COPY, ALL KINDS,  
 LINE-A-TIME, RITE LINE OR  
 SIMILAR

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- X - Holders, mail bag, shop made  
HOLDER, MAIL BAG, METAL  
HOLDERS, WRAPPING PAPER WITH CUTTER
- X - Hooks, picture
- X - Hose, air, fire, gasoline, steam  
water
- HOT PLATES, ELECTRIC

## I

- X - Indexes, telephone
- X - Inkstands, inkwells, other than  
desk sets
- INTERCOMMUNICATING EQUIPMENT

## J

- X - Jacks, except floor, garage,  
hydraulic
- JACKS, FLOOR, GARAGE, HYDRAULIC,  
POWER
- JACK HAMMERS (see HAMMERS, JACK)
- X - Jars, glass, earthenware
- JUGS, VACUUM

## K

- KITS; FINGER PRINT
- X - Kits; first aid
- X - Kits, tape repair
- KITS, TOOL, SOLDERING
- X - Knives, all kinds
- X - Knobs, door, drawer, etc.

## L

- LABORATORY EQUIPMENT, BY NAME
- LADDERS, STEP, STRAIGHT, EXTENSION
- LAMPS, ELECTRIC, DESK, FLOOR
- LANTERNS, ELECTRIC
- LANTERNS; GAS, GASOLINE
- X - Lanterns, oil
- X - Ledgers, office, all kinds
- LETTERING SETS
- LICENSE PLATES (see PLATES,  
LICENSE)
- LIFTS, AUTO, POWER, HYDRAULIC
- X - Linens
- X - Lines, clothes
- X - Linoleum Rugs (see Rugs,  
linoleum)

LOCKERS, STEEL, WOOD,  
PORTABLE

- X - Locks, all types
- X - Lumber

## M

MACHINES, DATING (see  
STAMPS, TIME)

- X - Machines, paper fastening,  
sealing (tape and envelope  
moisteners) hand type

MACHINES, OFFICE;

ADDING, ADDRESSING,  
BILLING, CALCULATING,  
COMPOSING, COMPUTING,  
DEVELOPING, DICTATING,  
DUPLICATING, ENVELOPE,  
ERASING (ELECTRIC), FOLDING,  
GATHERING, NUMBERING, PAPER  
FASTENING (OTHER THAN HAND),  
SHAVING, STENOGRAPH, TRAN-  
SCRIBING, TYPEWRITERS,  
VARI-TYPERS

MACHINES, PHOTOCOPYING

MACHINES, RECORDING PLAYER

MACHINES, STRAPPING

- X - Magnifiers (see Glasses,  
magnifying)
- X - Map, mounted for permanent  
use, with or without  
frame, also framed maps
- X - Maps, all unmounted
- MAPS; GLOBE
- X - Mats, chair (see Cushions,  
chair)
- X - Mats, floor; rubber;  
cuspidor, rubber
- X - Mattresses, bed, cot
- X - Measures, tape
- MIMEOGRAPHS, MIMESCOPIES
- X - Mirrors, office
- X - Moisteners (see Machines,  
sealing)
- X - Mopping apparatus
- MOTORCYCLES AND SIDE CARS  
(see AUTOMOTIVE EQUIPMENT)
- MULTIGRAPHS
- MULTILITHS AND EQUIPMENT

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## N

- X - Newspapers
- X - Nozzles, all kinds
- NUMBERING MACHINES (see  
MACHINES, OFFICE)

## O

- X - Openers, box or crate
- X - Organizers, work (save-a-sort  
type)

## P

- X - Pads, calendar, chair, desk  
blotter, stamp, typewriter
- X - Pails (buckets)
- X - Pans, dust
- PAPER CUTTERS (see CUTTERS, PAPER)
- X - Papers, news
- X - Parts, auto, equipment, machine
- PAULINS, CANVAS
- PEN SETS; DESK; EXECUTIVE TYPE
- X - Pen sets, desk, clerical
- X - Pens, drawing, lettering, ruling
- X - Perforator, two and three hole
- PERFORATORS, MULTIPLE (OTHER THAN  
TWO AND THREE HOLE)
- X - Periodicals (magazines, journals,  
etc.)
- X - Photographs, framed
- X - Pillows, cotton, feather, hair
- X - Pins, map office, cotter
- X - Pincers
- PITCHERS, VACUUM
- PLATES, LICENSE, AUTO, TRUCK  
MOTORCYCLE
- X - Plates, printing, electrotypes,  
half tones
- POLES, FLAG (see STAFFS, FLAG)
- POSTING UNITS, STEEL, COUNTER  
HEIGHT
- PROJECTORS, LIGHT, SLIDE,  
MOTION PICTURE
- PROTECTOGRAPHES, SIGNATURE
- X - Protractors, draftsman's

## R

- RACKS, HYDRAULIC, AUTO WASH  
AND GREASE

- X - Racks, battery, tire, tool,  
portable
- X - Racks, bulletin, display, map
- RACKS, CLOTHES (see COSTUMERS)
- RACKS, CYLINDER (FOR DICTATING  
MACHINE RECORDS)
- X - Racks, desk drawer
- RACKS; DITTO ROLL PORTABLE
- X - Racks; newspaper
- X - Racks, pen, pencil, rubber  
stamp, towel
- RACKS, STATIONERY PORTABLE
- RADIOS
- RANGES
- READER, FILM (MICRO FILM TYPE)
- X - Records, recording
- REFRIGERATORS, ELECTRIC, GAS,  
ICE
- X - Registers, book, all kinds
- X - Removers, paper staple
- X - Resistors, electrical
- X - Rings, brass, steel binder,  
notebook
- X - Rollers, duplicating machine,  
print
- X - Rollers, shade, towel
- X - Rope, Manila
- RUGS; CARPET, FABRIC
- X - Rugs, congoleum, grass,  
linoleum
- X - Rules; common office type
- X - Rules, curve, drawing
- RULES, SLIDE

## S

- SAFES, ALL TYPES
- X - Scales, architects, chain  
drawing, engineers
- SCALES, BALANCE, COUNTER,  
PLATFORM, POSTAL, SPRING
- SCREENS, PROJECTOR
- SCREENS, FOLDING OFFICE
- SECTIONS, FURNITURE, ALL  
TYPES INCLUDING STEEL AND  
WOOD BOOKCASES, BLUEPRINT,  
CARD, DOCUMENT, HORIZONTAL,  
FOUR AND FIVE DRAWER,  
UP-RIGHT, CAP AND LETTER  
SIZE, MAP, PLAN, ETC.
- SEDANS (see AUTOMOTIVE  
EQUIPMENT)

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SELECTOR, ELECTROPHILE  
SETTEES  
X - Shades, window  
X - Sharpeners, pencil  
X - Shears, office  
X - Sheeting, cotton, rubber  
X - Shelves, and shelving built-in wood  
SHELVES; METAL (METAL SHELVING)  
X - Shelves, removable metal (for cabinets)  
X - Shields, erasing  
SIGHTMETER  
X - Signs, desk, other  
X - Signals (Index Tab)  
X - Skids, loading  
X - Skins, chamois  
SOFAS  
SPRAYERS, POWER OPERATED  
STAFFS, FLAG  
X - Stamp-o-graph outfits  
X - Stamps, rubber, except time dating with clock  
STAMPS; TIME DATING WITH CLOCK  
X - Stands, calendar, ink  
STANDS, DICTAPHONE, DICTIONARY, DUPLICATING, OFFICE MACHINE  
STANDS, SMOKING  
STANDS, TELEPHONE, TYPEWRITER  
STATION WAGONS (see AUTOMOTIVE EQUIPMENT)  
X - Steel wool  
X - Stencils, metal, letter and figure sets  
STENOTYPE MACHINE (see MACHINES, OFFICE)  
STEP LADDERS (see LADDERS, STEP)  
STOOLS, DRAFTING, FILING, OFFICE  
STOVES, HEATING OR COOKING, COAL, GAS, GASOLINE, OIL, WOOD  
X - Straight edges, drafting  
X - Straps, binder  
STRETCHERS, FIRST AID  
X - Stylus  
SUITCASE (see CASES, LEATHER, CARRYING)  
X - Supports, book, stamped, metal (see bookends)  
X - Supports, desk tray  
X - Swatters, fly  
SWEEPERS, CARPET

X - Switches, electric  
SYSTEMS, PUBLIC ADDRESS

## T

TABLES, DRAFTING, DRAWING, TRACING  
TABLES, OFFICE  
TANKS, PHOTOGRAPHIC DEVELOPING  
X - Tape, cellulose; friction, linen, paper, rubber  
X - Tapes; linen metallic measuring  
X - Tapes, refills  
TARPAULINS (see PAULINS)  
X - Templates (for use with lettering sets)  
X - Thermometers, ordinary, clinical  
X - Tighteners, tire chain  
X - Tires; auto, truck  
X - Tongs; laboratory  
X - Tongs, other than laboratory and fireplace  
X - Tools, hand, miscellaneous  
TORCHES, ELECTRIC WELDING (see WELDERS, ELECTRIC)  
TORCHES, LIGHT ELECTRIC (EXCEPT FLASHLIGHTS)  
TORCHES, LIGHT NON-ELECTRIC  
TORCHES, LABORATORY, ALCOHOL, KEROSENE  
TORCHES, SOLDERING BLOW, WELDING, ACETYLENE  
X - Towels, cloth, paper  
TRANSCRIBING MACHINES (see MACHINES, OFFICE)  
X - Transformers, electric, bell type  
X - Trays; ash  
X - Trays, card, cardboard, desk, metal, wire, wood  
X - Trays, file simplex  
TRAYS, LEDGER, POSTING  
X - Triangles, drafting  
TRIMMERS AND PAPER CUTTERS  
TRUCKS, AUTO (see AUTOMOTIVE EQUIPMENT)  
TRUCKS, HAND, PLATFORM, WAREHOUSE  
TRUCKS, LIBRARY  
X - Tubes; auto, truck  
X - Tubes, mailing  
X - Tubing, electrical metallic, glass

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X - Type equipment, type face for  
vari-type machine, type  
reference kit  
TYPEWRITERS (SEE MACHINES,  
OFFICE)

V

X - Ventilators; glass and window  
X - Ventilators, metal  
VISES, ALL TYPES

W

WARDROBES, PORTABLE (SEE  
LOCKERS OR CUPBOARDS,  
CLOTHES)

X - Washbasins  
X - Wastebaskets, steel, fiber,  
wood  
WATCHES  
X - Weights, paper  
WELDERS, ELECTRIC  
X - Windshield cleaners, wipers  
X - Wire; all kinds  
X - Wire, screening  
X - Wringers, mop, clothes

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Deputy Executive for Personnel  
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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10X 700 03 10 04

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